

**PERSONNEL BOARD AGENDA**  
**Monday, September 10, 2012 - 6:00 p.m.**

Call to Order/Roll Call of Members: Pat Carnevale, Chairperson; Grecia Ferro-Ameneiro, Vice-Chairperson; Ann Infante, Member; Zoraya Pena, Member; and Beatriz Sosa, Member.

**ON THE DAIS:**

**Accounting Clerk I (Item 17), Building Specialist (Item 19), Clerk Typist I (Item 20), and Librarian Aide (Item 21) job descriptions reflecting the changes requested and approved by the Personnel Board at the August 6, 2012 meeting.**

**AGENDA**

1. Request to approve the minutes of the August 2012 Personnel Board meeting.
2. Request to approve leave with pay, because of death in the immediate family, for the listed employees, in accordance with Rule 13, Section 5 (f) of the Civil Service Rules and Regulations, received August 2012.
  1. Jasmine Chavez Fire Department
  2. Kevin Cooper Fire Department
  3. Richard Corton Police Department
  4. Janice Lugo Police Department
  5. Zulema Salcedo Police Department
  6. Alberto Marrero Water & Sewers Department
  7. Eusebio Munoz Water & Sewers Department
3. Report of **Leave Without Pay** List for August 2012.
4. Report of Civil Service **Appointments** for August 2012.
5. Report of Civil Service **Resignations** for August 2012.
6. Report of **Maternal/Paternal Leave** for August 2012.
  1. Paul Garcia Fire Department
  2. Yuri Lopetegui Fire Department
  3. Sergion Zepeda Fire Department
  4. Ruben Miguel Police Department
  5. Jorge Rodriguez Police Department
  6. Paulina Whitney Police Department
7. Report of **Leave of Absence** for August 2012. NONE

8. Request to conduct a civil service examination for the position of **Clerk Typist I** with the following criteria:
- a. In-house
  - b. 100% Written
  - c. Pass/Fail 35-wpm Typing Test
  - d. Must obtain a score of 70% on the written examination in order to be eligible to sit for the typing portion.
  - e. Must type a minimum of 35-wpm as demonstrated in an examination, or applicants that have passed a 35-wpm or greater typing test with the Human Resources Department within one year from the date the job announcement is posted will be exempt from the typing portion.
  - f. Must obtain a score of 70% on the written examination; as well as, pass the 35-wpm typing portion in order to be placed on the eligibility list.
  - g. Merge names from current eligibility list.
  - h. Rescind exam request that was approved at the Personnel Board at the August 6, 2012 meeting.

Copy of job description and current eligibility list are attached.

Range 43 - \$790 - \$1457 Bi-weekly

9. Request to conduct a civil service examination for the position of **Electrician** with the following criteria:
- a. In-house
  - b. 100% Written
  - c. Must obtain a score of 70% to be placed on the eligibility list.

Copy of **revised** job description and current eligibility list are attached.

Range 50 - \$1252 - \$2436 Bi-weekly

10. Request to conduct a civil service examination for the position of **Truck Driver** with the following criteria:
- a. In-house
  - b. 100% Performance
  - c. Must obtain a score of 70% to be placed on the eligibility list.

Copy of **revised** job description and current eligibility list are attached.

Range 46 - \$941 - \$1819 Bi-weekly

11. Request to conduct a civil service examination for the position of **Zoning Inspector I** with the following criteria:

- a. In-house
- b. 40% Education/Experience
- c. 60% Oral
- d. Must obtain a 70% on the oral portion.
- e. Must obtain a combined score of 70% to be placed on the eligibility list.

Copy of **revised** job description and current eligibility list are attached.

Range 47 - \$1035 - \$1954 Bi-weekly

12. Request to hear **Unfinished Business**.

13. Request to hear **New Business**.

**NEXT PERSONNEL BOARD MEETING: "October 1, 2012"**

If any person decides to appeal any decision made by the Personnel Board with respect to any matter considered at this meeting, he/she will need a record of the proceedings and, for such purpose, may need to ensure that a verbatim record of the proceedings is made, which record includes the testimony and evidence upon which the appeal is to be based. In accordance with the Americans and Disabilities Act of 1990, persons needing a special accommodation to participate in this proceeding should contact the Office of the City Clerk no later than seven (7) days prior to the proceeding. Telephone (305) 883-5820 for assistance; if hearing impaired, telephone the Florida Relay Service Numbers (800) 955-8771 (TDD) OR (800) 955-8770 (VOICE), for assistance.